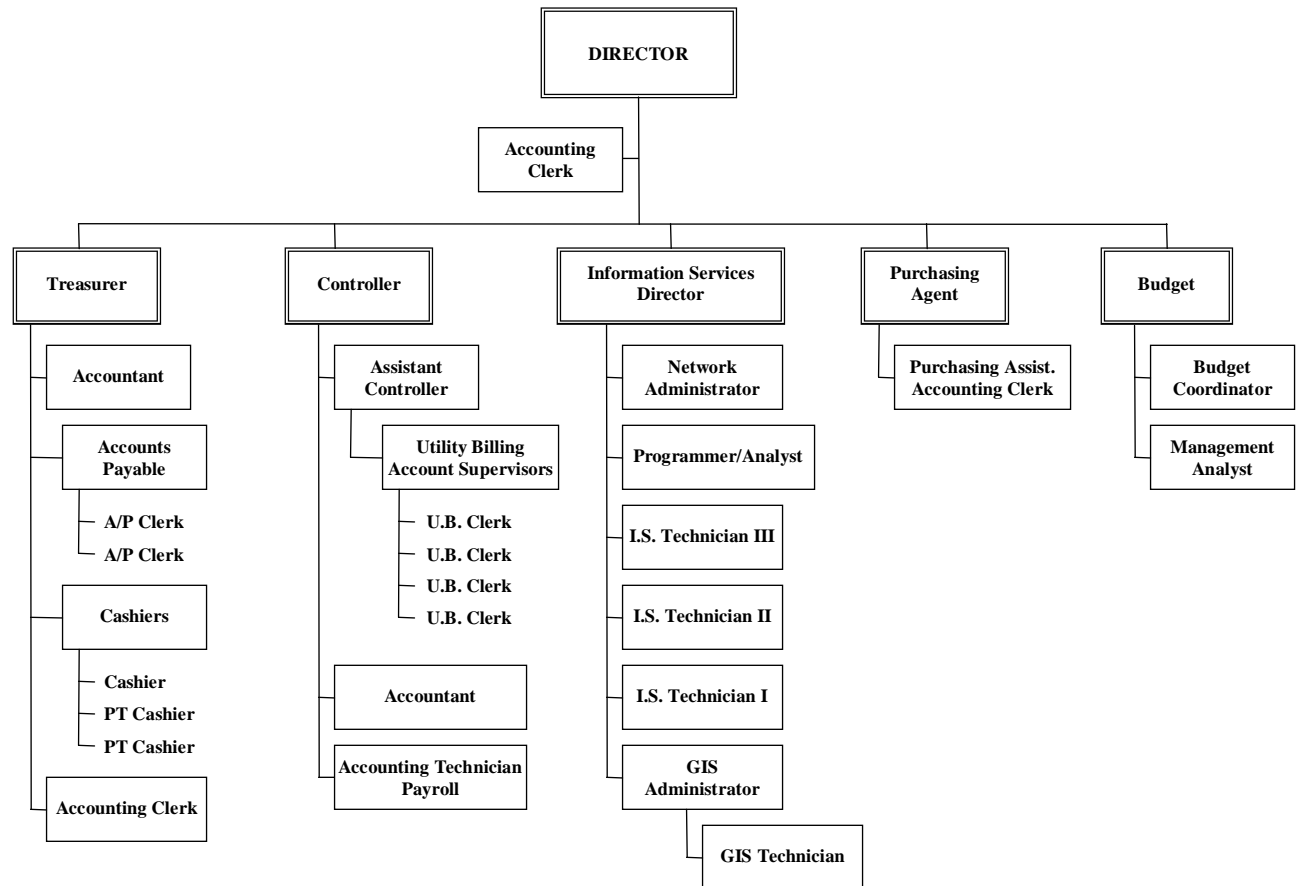


Department Organization

Finance & Information Services



Department Description

The Finance & Information Services department has the responsibility of acting as the gatekeeper for the city. The department provides budget, purchasing, accounting, utility billing, and funding direction for the city.

Department Mission

The mission of the Finance & Information Services department is to provide information and support services for city administration, operating departments, and citizens in accordance with applicable requirements and regulations.

Policies & Objectives

Finance & Information Services Administration

- Maintain AA+ bond rating.
- Maintain adequate fund balance / working capital reserves for each fund.
- Maintain a high debt payoff ratio (65% or more of principal in 10 years).

Five-year Accomplishments

- Maintained AA+ bond rating.
- Increased general fund balance reserve from 8.4% of estimated revenues to 11.5% of estimated revenues.
- Recently refunded 2002 storm water and golf course bonds for a present value savings of \$205,000.

Significant Budget Issues

- 1 Executive Secretary** - Due to budget cuts, Finance & Information Services will not be funding an Executive Secretary position for FY 2011 but it will remain in the staffing plan.

Budget Information

Department 170	2007 Actual	2008 Actual	2009 Actual	2010 Estimated	2011 Approved
Financing Sources:					
General Taxes & Revenue	\$ 210,690	\$ 193,407	\$ 144,707	\$ 171,096	\$ 140,529
Administrative Charges					
31415 Information Services	78,835	79,080	95,711	100,352	119,168
Total Financing Sources	\$ 289,525	\$ 272,487	\$ 240,418	\$ 271,448	\$ 259,697
Financing Uses:					
411111 Regular Pay	\$ 178,505	\$ 181,100	\$ 171,960	\$ 163,075	\$ 163,752
411113 Vacation Accrual	640	-	-	-	-
411121 Seasonal Pay	2,805	-	-	-	-
411211 Variable Benefits	36,191	36,341	34,238	33,081	33,059
411213 Fixed Benefits	11,296	11,444	11,909	15,517	20,043
411214 Retiree Health Benefit	5,078	5,335	1,940	2,967	2,967
41132 Mileage Reimbursement	22	-	-	200	200
41135 Phone Allowance	-	354	482	-	-
4121 Books, Sub. & Memberships	1,594	1,249	1,263	1,500	1,500
41231 Travel	2,198	-	752	2,500	2,500
41232 Meetings	715	611	496	500	500
41234 Education	1,500	1,500	2,345	2,500	2,500
41235 Training	588	-	-	500	500
412400 Office Supplies	2,927	3,833	1,106	3,600	3,600
412440 Computer Supplies	-	-	-	285	285
412490 Miscellaneous Supplies	38	124	1,346	300	300
412511 Equipment O & M	238	648	4,819	300	300
412611 Telephone	916	956	963	1,269	1,247
41379 Professional Services	20,239	-	-	-	-
414111 IS Charges	23,723	28,992	6,799	37,584	20,674
4174 Equipment	312	-	-	5,770	5,770
Total Financing Uses	\$ 289,525	\$ 272,487	\$ 240,418	\$ 271,448	\$ 259,697

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2009	FY 2010	FY 2011
Appointed - Category 1:					
Director	\$ 3,092.00	\$ 4,869.90	1.00	1.00	1.00
Regular:					
Executive Secretary	\$ 1,168.80	\$ 1,840.90	1.00	1.00	1.00
Accounting Clerk	\$ 944.00	\$ 1,486.80	0.00	1.00	1.00
Total FTEs			2.00	3.00	3.00

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ACCOUNTING

- Ensure compliance with the State Fiscal Procedures Act in order to receive an unqualified opinion from independent auditors.
- Earn the Government Finance Officers Association (GFOA) Excellence in Financial Reporting Award.
- Prepare and distribute a monthly budget report on or before the tenth day of each month.

ACCOUNTS PAYABLE

- Ensure all payments comply with current city policy.
- Train departments on accounts payable, purchasing, travel, and city credit card policy.
- Pay 95% of all invoices on time.

PAYROLL

- Process payroll and associated payroll liabilities in an accurate and timely manner.
- Submit accurate quarterly and annual payroll returns by state and federal due dates.

RECEPTION & PBX

- Answer main city lines within three rings.
- Greet the public and provide information in a knowledgeable and courteous manner.

TREASURY

- Train departments on proper cash procedures.
- Ensure compliance with the State Money Management Act.
- Promote a variety of efficient payment options for city customers.
- Implement electronic deposits to improve processing efficiency and cash flow.

UTILITY BILLING

- Process all utility bills within three days after the meter read date.
- Collect 99.95% of the amount billed (less than 0.05% write-off rate).

Five-year Accomplishments

- Received 22 consecutive Excellence in Financial Reporting Awards from the GFOA.
- Implemented new utility billing software to enhance customer service, improve billing efficiencies, and meet reporting requirements.
- Implemented eCARE, which allows customers to make online payments and retrieve account information.
- Integrated the accounting for the Sandy Arts Guild into the city's financial system without additional accounts payable, cashiering, or payroll personnel.
- Implemented Government Accounting Standards Board (GASB) Statement 44 which increased the requirements for the Comprehensive Annual Financial Report's (CAFR) statistical section.
- Improved cashiering processes with the adoption of a new cashier policy which focuses on accountability and internal controls. Business license and ambulance payments are now processed in central cashiering, and new cash handling procedures have been implemented at River Oaks Golf Course.
- Enabled electronic vendor payments for payroll liabilities and other items.
- Implemented paperless utility bills, online payments, and autodraft services.
- Implemented online payments for court fines, amphitheater tickets, and dumpster fees.

Governmental accounting continues to increase in complexity as the public requires more accountability of the use of public funds. We anticipate ongoing training and changes to our current accounting processes in order to continue to comply with reporting requirements.

The city has been fortunate to obtain money for completion of capital projects to provide services to our citizens through federal grants and low-interest bonding. The use of federal grants and creative financing tools like special improvement districts and sales tax and revenue bonds also requires additional accounting and compliance with federal and state laws.

An increasing percentage of our citizenry is sophisticated in the use of technology. We have many requests to provide more of our services in an electronic environment. We continue to dedicate time and resources to meet these requests where possible.

The measures that follow allow us to monitor our performance on the policies and objectives stated above and on our use of funds allocated to the Financial Services division.

Measure (Fiscal Year)	2007	2008	2009	2010*	2011**
ACCOUNTING					
Monthly Budget Reports prepared:					
on time	11	11	12	11	12
1-3 days late	1	1	-	1	-
more than 3 days	-	-	-		
ACCOUNTS PAYABLE					
Invoices processed annually	25,975	25,858	23,526	23,500	24,000
% of invoices paid late	3.28%	3.28%	3.40%	3.55%	3.60%
PAYROLL					
Payroll checks processed annually	19,197	19,965	20,296	19,500	19,500
W-2's issued	1,004	1,100	1,101	1,037	1,040
TREASURY					
Cash receipts processed annually	349,439	357,826	334,301	298,012	298,500
UTILITY BILLING					
Number of Accounts by Utility:					
Water	27,489	27,763	25,015	24,900	25,000
Waste Collection	23,399	23,464	23,530	23,600	23,700
Storm Water	24,806	24,987	25,030	25,050	25,150
Street Lighting	527	140	60	20	20
Utility Billing Write-offs:					
Dollar Amount	\$19,995	\$12,725	\$23,953	\$40,078	\$30,000
% of Sales	0.079%	0.049%	0.09%	0.202%	0.110%
Number of Accounts	261	159	172	212	200

* Estimated based on actual data through April 2010.

** Targets for performance indicators and projections for workload indicators.

1 Accountant II - An employee was promoted from an Accountant to an Accountant II.

Budget Information

Department 1720	2007 Actual	2008 Actual	2009 Actual	2010 Estimated	2011 Approved
Financing Sources:					
General Taxes & Revenue	\$ 320,164	\$ 335,283	\$ 309,080	\$ 231,411	\$ 262,001
Administrative Charges					
31411 Redevelopment Agency	8,136	6,969	7,488	8,664	15,151
31412 Water	451,770	457,335	504,182	536,114	503,868
31413 Waste Collection	126,931	124,566	133,474	146,789	142,450
31414 Fleet Operations	37,474	40,137	44,945	51,268	58,727
31415 Information Services	40,906	60,948	54,748	55,849	58,636
31416 Storm Water	64,909	57,286	56,904	64,238	70,721
31417 Alta Canyon Sports Center	11,438	8,528	10,595	10,126	10,959
31418 Golf	4,498	4,198	4,508	5,354	5,644
31419 Sandy Arts Guild	244	595	573	508	638
314110 Recreation	1,692	1,913	2,079	2,168	2,507
314111 Risk Management	5,258	6,732	6,950	7,580	7,665
Total Financing Sources	\$ 1,073,420	\$ 1,104,490	\$ 1,135,526	\$ 1,120,069	\$ 1,138,967
Financing Uses:					
411111 Regular Pay	\$ 624,176	\$ 657,697	\$ 661,481	\$ 676,587	\$ 693,684
411113 Vacation Accrual	2,389	-	-	-	-
411121 Seasonal Pay	9,728	6,861	2,544	13,275	-
411131 Overtime/Gap	5	-	-	-	-
411211 Variable Benefits	133,392	141,072	140,382	145,031	147,327
411213 Fixed Benefits	98,265	86,588	100,435	118,251	130,074
411214 Retiree Health Benefit	4,678	3,502	2,547	3,922	4,018
41132 Mileage Reimbursement	1,286	1,098	1,511	1,500	1,500
4121 Books, Sub. & Memberships	2,402	2,292	2,312	2,000	2,000
41231 Travel	4,065	6,914	3,934	1,450	1,450
41232 Meetings	378	309	476	500	500
41235 Training	2,753	617	2,620	6,000	6,000
412400 Office Supplies	9,052	11,033	6,306	13,000	13,000
412440 Computer Supplies	3,909	6,268	12,353	1,244	1,244
412445 Billing Supplies	15,843	21,166	19,673	15,000	15,000
412490 Miscellaneous Supplies	-	787	-	-	-
412511 Equipment O & M	1,409	1,676	1,453	3,000	3,000
412611 Telephone	7,149	6,695	6,546	10,261	10,116
41379 Professional Services	65	4,045	3,727	4,000	4,000
414111 IS Charges	111,177	106,765	108,722	104,750	105,756
4173 Building Improvements	1,224	6,506	-	-	-
4174 Equipment	40,075	32,599	58,504	298	298
Total Financing Uses	\$ 1,073,420	\$ 1,104,490	\$ 1,135,526	\$ 1,120,069	\$ 1,138,967

Budget Information (cont.)
Finance Services

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2009	FY 2010	FY 2011
Appointed - Category 1:					
City Treasurer	\$ 2,240.00	\$ 3,528.00	1.00	1.00	1.00
Regular:					
Controller	\$ 2,086.40	\$ 3,286.10	1.00	1.00	1.00
Assistant Controller	\$ 1,943.20	\$ 3,060.50	1.00	1.00	1.00
Accountant II	\$ 1,704.00	\$ 2,683.80	0.00	0.00	1.00
Accountant	\$ 1,418.40	\$ 2,234.00	2.00	2.00	1.00
Accounting Technician	\$ 1,345.60	\$ 2,119.30	1.00	1.00	1.00
Accounts Payable Specialist	\$ 1,089.60	\$ 1,716.10	2.00	2.00	2.00
Utility Billing Account Supervisor	\$ 944.00	\$ 1,486.80	4.00	4.00	4.00
Accounting Clerk	\$ 944.00	\$ 1,486.80	1.00	1.00	1.00
Cashier	\$ 944.00	\$ 1,486.80	1.00	1.00	1.00
Part-time:					
Cashier	\$ 11.80	\$ 18.59	2.25	2.25	2.25
Seasonal:					
Intern	\$ 9.43	\$ 15.08	1.00	0.00	0.00
Total FTEs			17.25	16.25	16.25

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Fee Information	2007 Approved	2008 Approved	2009 Approved	2010 Approved	2011 Approved
3116 Innkeeper Fee - per Ordinance	1.5%	1.5%	1.5%	1.5%	1.5%
Late Payment Penalty (Innkeeper Fee)	N/A	N/A	N/A	N/A	5% of \$ Due
31491 Sale of Maps, Copies & Information					
Audit	\$25	\$25	\$25	\$25	\$25
Budget Book	\$25	\$25	\$25	\$25	\$25
31496 IRB Review Fee	\$2,825	\$2,825	\$2,825	Discontinued	Discontinued
31497 Franchise Application Fee	\$550	\$550	\$550	Discontinued	Discontinued
31611 Fees on Delinquent Accounts					
Annual Interest on Accounts Receivable Balance.	N/A	N/A	N/A	N/A	18%
31699 Phone Payment Convenience Fee	N/A	N/A	N/A	\$3	\$3
3184 Collection Fees					
Non-Metered Accounts	Constable Fees	Constable Fees	Constable Fees	Constable Fees	Constable Fees
Returned ACH (Direct Debit)	N/A	N/A	N/A	\$20	\$20
Returned Checks					
Returned from Bank	\$25	\$25	\$25	\$25	\$25
To Legal Department for Collection	\$40	\$40	\$40	\$40	\$40
Sundry Billings					
To Legal Department for Collection	\$175	\$175	\$175	\$175	\$175

BUDGET

Provide timely, relevant financial information to facilitate the City Administration and Council in making planning and policy decisions.

- Estimate revenues conservatively. Actual general fund revenue should exceed the budget by 1 to 3 percent.
- Provide needed information and advice during the budget process.
- Be fair when considering budget requests given city resources and priorities.

Communicate the final budget effectively to the public, media, city employees, auditors, bonding agencies, and other interested parties.

- Prepare a budget document that meets the criteria for the GFOA's Distinguished Budget Presentation Award.
- Make the final budget available in book form, on the city network, and on the internet within 15 working days after the start of the fiscal year or final adoption, whichever is later.

Serve as a valuable resource to city departments by providing the financial information and feedback necessary for the lawful and efficient operation of city government.

- Publish budget documents and reports that are accurate.
- Review monthly budget reports showing amendments and comparisons of year-to-date budget vs. actual figures.

PURCHASING

Procure high-quality services and supplies in a timely manner at a competitive price.

- Process requisitions daily.
- Process purchase orders daily.
- Support departments by answering questions and providing training.
- Promote the use of purchasing cards among city departments.

Promote an ethical environment in which vendors can fairly compete for city business.

- Monitor purchases for compliance with city ordinances and policies.
- Notify, when practical, all interested vendors of opportunities to bid.
 - o Maintain the database of interested vendors and the commodities or services that they provide.

Five-year Accomplishments

BUDGET

- Received six consecutive Distinguished Budget Presentation Awards from the Government Finance Officers Association (GFOA).

PURCHASING

- Added processes to the financial system for check requests, travel, and credit cards that work similar to the purchase order process and trained department buyers.
- Implemented purchasing card program.
- Implemented online access to Invitations for Bid (IFB) and Requests for Proposal (RFP).

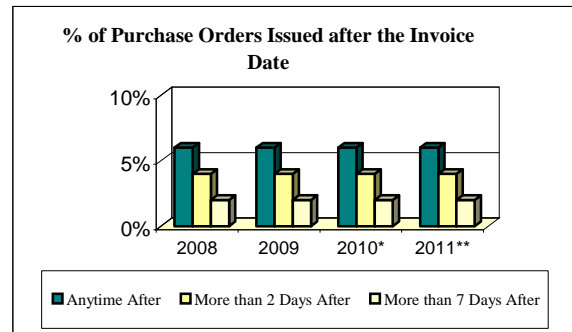
Performance Measures & Analysis

The past six budget documents have received the Distinguished Budget Presentation Award from the GFOA. In relation to revenue forecasts, the economic downturn began in April 2009. Thus, general fund revenues are lower than expected in FY 2008 and much lower than expected in FY 2009 and FY 2010. To compensate for the reduced revenues, the City Council did a mid-year budget reduction by cutting operating and capital budgets. The economic downturn affected both sales tax and construction-related revenues. This mainly affected the general, recreation, storm water, and water funds.

Performance Measures & Analysis (cont.)

Budget Services

Purchasing compliance continues to maintain as illustrated in the chart to the right. Department buyers have responded positively to maintaining issuing purchase orders according to policy. However, we need to work towards continuous improvement to meet the FY 2011 goal shown below.



Measure (Fiscal Year)	2007	2008	2009	2010*	2011**
BUDGET					
Accuracy Rate in Forecasting Revenue (actuals as + or - percent of forecast)					
General Fund	10.3%	1.0%	-7.4%	-1.3%	2.0%
Recreation Fund	-4.3%	-4.4%	0.0%	0.0%	1.0%
Storm Water Fund	5.5%	-2.0%	3.1%	0.0%	1.0%
Water Fund	10.9%	10.4%	0.0%	0.0%	1.0%
Weekly Waste Collection Fund	2.4%	2.7%	0.0%	0.0%	1.0%
Golf Fund	3.1%	2.7%	-6.4%	-2.8%	1.0%
GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes	Yes	Yes
PURCHASING					
Number of Purchase Orders Issued after the Invoice Date					
Anytime After	5%	6%	6%	6%	6%
More than 2 Days After	4%	4%	4%	4%	4%
More than 7 Days After	2%	2%	2%	2%	2%
Number of Purchase Orders Issued					
Under \$1,000 - issued by the dept.	4,817	4,945	4,021	3,500	4,000
Under \$1,000 - issued by purchasing	515	632	1,230	1,350	1,200
Between \$1,000 and \$2,500	789	870	836	780	850
Over \$2,500	701	736	701	625	750
Number of Change Orders Processed	559	513	504	500	500

* Estimated based on actual data through April 2010.

** Targets for performance indicators and projections for workload indicators.

Significant Budget Issues**Budget Services**

No significant budget issues.

Budget Information

Department 1730	2007 Actual	2008 Actual	2009 Actual	2010 Estimated	2011 Approved
Financing Sources:					
General Taxes & Revenue	\$ 111,016	\$ 128,081	\$ 129,807	\$ 119,087	\$ 112,197
Administrative Charges					
31411 Redevelopment Agency	10,222	8,828	7,923	9,060	15,552
31412 Water	56,984	57,693	50,800	54,051	58,284
31413 Waste Collection	13,888	13,511	14,014	14,029	14,398
31414 Fleet Operations	15,529	19,643	21,571	22,827	19,888
31415 Information Services	9,595	9,868	10,344	10,106	11,074
31416 Storm Water	13,802	13,306	11,801	13,214	15,327
31417 Alta Canyon Sports Center	9,329	6,512	6,580	6,554	7,385
31418 Golf	5,039	5,328	3,987	5,174	5,070
31419 Sandy Arts Guild	355	680	491	484	667
314110 Recreation	1,662	1,777	1,834	2,129	2,380
314111 Risk Management	7,013	6,582	4,834	6,340	6,963
Total Financing Sources	\$ 254,434	\$ 271,809	\$ 263,986	\$ 263,055	\$ 269,185
Financing Uses:					
411111 Regular Pay	\$ 174,213	\$ 184,636	\$ 174,425	\$ 171,850	\$ 175,286
411113 Vacation Accrual	731	-	-	-	-
411131 Overtime/Gap	25	-	-	-	-
411211 Variable Benefits	37,558	39,742	37,235	36,793	36,976
411213 Fixed Benefits	24,823	30,504	30,548	30,195	31,861
41131 Vehicle Allowance	2,047	-	-	-	-
41132 Mileage Reimbursement	86	42	11	50	50
41135 Phone Allowance	134	-	-	-	-
4121 Books, Sub. & Memberships	365	765	765	350	350
41231 Travel	1,536	2,056	1,222	2,750	2,750
41232 Meetings	839	740	967	-	-
41235 Training	421	122	-	1,450	1,450
412400 Office Supplies	403	819	593	800	800
412490 Miscellaneous Supplies	-	181	-	-	-
412611 Telephone	920	1,009	1,323	1,715	1,685
414111 IS Charges	10,333	11,193	16,897	16,102	16,977
4174 Equipment	-	-	-	1,000	1,000
Total Financing Uses	\$ 254,434	\$ 271,809	\$ 263,986	\$ 263,055	\$ 269,185

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2009	FY 2010	FY 2011
Regular:					
Purchasing Agent	\$ 1,704.00	\$ 2,683.80	1.00	1.00	1.00
Budget Coordinator	\$ 1,704.00	\$ 2,683.80	1.00	1.00	1.00
Management Analyst	\$ 1,588.00	\$ 2,501.10	1.00	1.00	1.00
Part-time:					
Purchasing Assistant/Accounting Clerk	\$ 11.80	\$ 18.59	0.50	0.50	0.50
Total FTEs			3.50	3.50	3.50

- The Information Services (IS) Division is an internal service fund and as such charges fees for each computer, telephone, or connection to the various data systems. The revenue collected from these fees is intended to cover both the full operating and long-term capital costs of the services provided. The objective is to meet the service needs of the city departments at the lowest possible fee.
- The services and equipment covered by the IS and telephone fees are detailed in an annual service level statement.
- The IS and telephone charges include a capital component that funds a capital plan based on the replacement values and useful lives of all capital equipment within the fund. The fee is adequate to replace all equipment at the assumed useful life while maintaining a positive fund balance through a fifteen-year period which is also the longest useful life of any piece of equipment. The IS fund balance fluctuates based on the timing of capital purchases. The assumptions used in the capital plan are adjusted annually.

Five-year Accomplishments

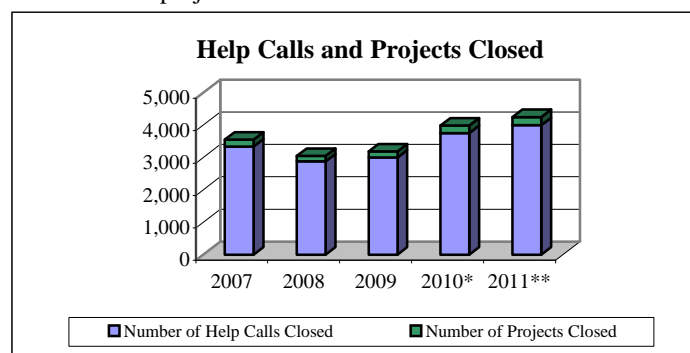
- Installed a Storage Area Network (SAN) to add scalability, maximize disk drive storage, and minimize data loss.
- Installed VMWare (Virtual Machine) to run on three servers reducing the number of physical servers by seven and allowing an increase in the number of servers without increasing hardware.
- Installed a (virtual) Terminal Server that allows the IS staff and authorized users to remotely access the network.
- Upgraded the utility billing software to the Harris "NorthStar" product running on a Windows server using an SQL database enabling online bill pay.
- Brought the web server and services in house.
- Changed the city's internet service provider to Comcast, reducing our monthly cost for internet service while increasing our bandwidth from a 1.4MB T-1 line to 8MB cable.
- Installed a wide area link to the public utilities operations building (150 East).
- Assisted in development tracking software implementation.

Performance Measures & Analysis

Measure (Fiscal Year)	2007	2008	2009	2010*	2011**
Workload Indicators					
Supported PC's and Printers	331	337	350	381	385
Number of Telephones	516	508	497	492	495
Number of Financial System Connections	746	686	674	799	800
Number of GroupWise Connections	484	493	509	502	502
Number of Court System Connections	26	26	26	26	26
Number of GIS System Connections	86	95	94	93	93
No. of Document Imaging Connections	114	110	170	170	170
Number of Help Calls Closed	3,339	2,880	3,000	3,756	4,000
Number of Projects Closed	214	166	190	229	250
Efficiency Indicators					
% of Help Calls Closed the Same Day	83.59%	85.80%	88.90%	92.49%	90.00%
% of Help Calls Open More than 1 Week	2.88%	1.90%	1.61%	2.66%	2.00%

* Estimated based on actual data through April 15, 2010.

** Targets for performance indicators and projections for workload indicators.



Significant Budget Issues**Fund 64 - Information Services**

No significant budget issues.

Budget Information

Department 1724	2007 Actual	2008 Actual	2009 Actual	2010 Estimated	2011 Approved
Financing Sources:					
31491 Sale of Maps & Copies	\$ 709	\$ 181	\$ 52	\$ -	\$ -
3169 Sundry Revenue	94,528	69,364	-	-	-
318261 IS Charges	1,137,910	1,109,431	1,034,063	1,193,501	1,192,805
318262 Telephone Charges	146,456	156,110	162,443	178,133	172,783
3361 Interest Income	66,805	60,341	36,764	19,500	7,500
3392 Sale of Fixed Assets	3,616	7,284	4,897	-	4,000
Total Financing Sources	\$ 1,450,024	\$ 1,402,711	\$ 1,238,219	\$ 1,391,134	\$ 1,377,088
Financing Uses:					
411111 Regular Pay	\$ 428,868	\$ 467,746	\$ 468,966	\$ 479,390	\$ 488,965
411135 On Call Pay	4,922	5,442	5,489	5,475	5,475
411131 Overtime/Gap	-	459	1,289	-	-
411211 Variable Benefits	93,216	100,918	102,972	103,809	104,303
411213 Fixed Benefits	68,958	70,247	73,546	78,553	83,976
411214 Retiree Health Benefit	4,768	5,094	2,244	4,752	4,843
41132 Mileage Reimbursement	1,015	592	2,425	1,400	1,400
4121 Books, Sub. & Memberships	490	420	400	650	650
41231 Travel	3,921	8,681	1,695	1,760	1,760
41232 Meetings	200	50	-	-	-
41235 Training	5,100	801	1,162	3,319	3,319
412400 Office Supplies	320	683	621	1,000	1,000
412420 Postage	266	64	46	100	100
412440 Computer Supplies	5,523	4,494	5,168	6,894	6,894
412490 Miscellaneous Supplies	-	417	-	-	-
412511 Equipment O & M	9,950	12,847	10,655	20,272	16,739
412611 Telephone	1,929	2,083	1,840	1,400	1,400
41312 Data Communications	16,820	16,148	12,363	23,292	23,295
413130 Software Maintenance	126,093	153,692	156,669	210,447	214,981
41315 Voice Communications	27,065	28,763	31,365	24,912	24,714
41379 Professional Services	1,233	3,786	2,166	2,729	2,729
41401 Administrative Charges	153,526	179,277	202,664	218,975	247,546
4175 Software Licenses	27,277	5,194	-	-	-
4374 Capital Equipment	157,052	385,865	250,529	642,362	57,500
4375 Software Purchases	2,936	-	-	-	-
Total Financing Uses	1,141,448	1,453,763	1,334,274	1,831,491	1,291,589
Excess (Deficiency) of Financing Sources over Financing Uses	308,576	(51,052)	(96,055)	(440,357)	85,499
Accrual Adjustment	34,251	(3,493)	809	-	-
Balance - Beginning	1,155,725	1,498,552	1,444,007	1,348,761	908,404
Balance - Ending	\$ 1,498,552	\$ 1,444,007	\$ 1,348,761	\$ 908,404	\$ 993,903

Budget Information (cont.)
Fund 64 - Information Services

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2009	FY 2010	FY 2011
Appointed - Category 2:					
Information Services Director	\$ 2,582.40	\$ 4,067.30	1.00	1.00	1.00
Regular:					
Programmer / Analyst	\$ 1,943.20	\$ 3,060.50	1.00	1.00	1.00
GIS Administrator	\$ 1,704.00	\$ 2,683.80	1.00	1.00	1.00
Network Administrator	\$ 1,704.00	\$ 2,683.80	1.00	1.00	1.00
IS Technician III	\$ 1,418.40	\$ 2,234.00	1.00	1.00	1.00
IS Technician II	\$ 1,345.60	\$ 2,119.30	1.00	1.00	1.00
GIS Technician II	\$ 1,345.60	\$ 2,119.30	1.00	1.00	1.00
IS Technician I	\$ 1,168.80	\$ 1,840.90	1.00	1.00	1.00
Total FTEs			8.00	8.00	8.00

Fee Information	2007 Approved	2008 Approved	2009 Approved	2010 Approved	2011 Approved
31491 Sale of Maps, Copies & Information					
Custom Staff Work (including information requests, programming, maps, and database searches - charged per hr with a 1 hr minimum - printing or copying is charged separately)	\$85	\$88	\$90	\$95	\$95
Black and White Copies (per page + postage)					
8 1/2 x 11	\$0.15	\$0.16	\$0.17	\$0.18	\$0.18
8 1/2 x 14	\$0.21	\$0.16	\$0.17	\$0.18	\$0.18
11 x 17	\$0.33	\$0.33	\$0.35	\$0.37	\$0.37
Larger Sizes (per sq. ft.)	N/A	\$0.80	\$0.84	\$0.95	\$0.95
Color Copies and Printing (per page + postage)					
8 1/2 x 11	\$1.66	\$1.66	\$1.70	\$1.80	\$1.80
11 x 17	\$2.18	\$2.65	\$2.75	\$2.80	\$2.80
Larger Sizes (per sq. ft.)	N/A	\$3.50	\$3.70	\$3.90	\$3.90
Aerial Photography as TIF File (per quarter section + postage)	\$100	\$100	\$105	\$108	\$108
GIS Layers in Elect. Format / Layer	N/A	\$12	\$13	\$15	\$15
318261 IS Charges					
Cost per Harris Module Connection per Yr					
Operating	\$237.19	\$260.97	\$300.86	\$292.10	\$254.47
Capital	\$51.65	\$51.63	\$54.18	\$50.04	\$37.61
Cost per Court System Connection per Yr					
Operating	\$362.66	\$652.85	\$557.00	\$661.62	\$546.95
Capital	\$176.73	\$171.10	\$186.51	\$207.02	\$151.58
Cost per GIS System Connection per Yr					
Operating	\$920.12	\$1,088.42	\$1,380.36	\$1,499.37	\$1,510.61
Capital	\$126.73	\$127.41	\$118.52	\$132.66	\$98.17
Cost per GroupWise Connection per Yr					
Operating	\$23.57	\$22.47	\$20.11	\$25.57	\$27.89
Cost per Document Imaging Connection per Yr					
Operating	\$214.36	\$226.21	\$238.48	\$155.56	\$153.09
Capital	\$106.92	\$109.48	\$112.84	\$81.04	\$55.83
Cost per Network Connection per Yr					
Operating	\$1,728.80	\$1,715.52	\$1,806.87	\$1,671.01	\$1,598.02
Capital	\$152.63	\$163.14	\$175.81	\$175.81	\$142.72

Budget Information (cont.)
Fund 64 - Information Services

Fee Information	2007 Approved	2008 Approved	2009 Approved	2010 Approved	2011 Approved
318262 Telephone Charges					
Cost per Telephone per Yr					
Operating	\$239.30	\$257.81	\$264.17	\$295.24	\$299.60
Capital	\$53.61	\$53.79	\$55.70	\$63.18	\$49.84
Capital Budget - Fund 641	2010 Budgeted	2011 Approved	2012 Planned	2013 Planned	2014 Planned
64001 - General Equipment - The FY 2010 request includes \$50,000 in equipment contingency for unscheduled adjustments to the capital plan.	\$ 158,342	\$ 50,000	\$ 60,700	\$ 60,700	\$ -
64002 - Financial Software - The city's financial software is scheduled to be replaced in FY 2014. All options will be thoroughly explored before the scheduled replacement date.	\$ -	\$ -	\$ -	\$ -	\$ 400,000
64003 - Citywide GIS - The GIS main plotter and aerial photo updates are scheduled for replacement in FY 2010, and the main aerial flyover is scheduled for FY 2012.	\$ 15,927	\$ -	\$ 32,000	\$ -	\$ -
64004 - Document Imaging System - This funding will purchase a new document imaging server.	\$ -	\$ 7,500	\$ -	\$ -	\$ -
64005 - IT Projects - Police - This money was set aside by the police department through equipment management savings and is held in reserve for their computer equipment replacement.	\$ 103,325	\$ -	\$ -	\$ -	\$ -
64012 - Telephone Switch - The telephone switch is scheduled for renewal in FY 2013.	\$ -	\$ -	\$ -	\$ 300,000	\$ -
64013 - Development Tracking Software - This is software for the community development department that is funded by an increase in business license fees and building permits. The increased revenue is tracked separately in account 3169 (Sundry Revenue).	\$ 247,702	\$ -	\$ -	\$ -	\$ -
64014 - Prosecution/Court Integration - This funds the final phase of a project that integrates the police, court, and prosecution databases in a way that maintains separate systems but prevents triple input and results in significant clerical savings.	\$ 26,655	\$ -	\$ -	\$ -	\$ -
64015 - Accounting Software Server - Replacement of the server that runs the accounting software is scheduled for FY 2010.	\$ 30,000	\$ -	\$ -	\$ -	\$ -
64017 - Main Network Server - The main network server is scheduled for replacement in FY 2012.	\$ -	\$ -	\$ 13,000	\$ -	\$ -
64018 - Uninterrupted Power Supply - The UPS batteries are scheduled for replacement at City Hall and various remote sites in FY 2010.	\$ 7,000	\$ -	\$ -	\$ -	\$ -
64023 - Remote Servers - The Public Utilities server is scheduled for replacement in FY 2010.	\$ 7,600	\$ -	\$ -	\$ -	\$ -
64024 - City Hall Website Design - This money was set aside to improve the city's website.	\$ 35,911	\$ -	\$ -	\$ -	\$ -

Budget Information (cont.)**Fund 64 - Information Services**

Capital Budget - Fund 641	2010 Budgeted	2011 Approved	2012 Planned	2013 Planned	2014 Planned
64025 - Wireless Network Radios - Replacement for the radios that transmit data across the wireless network is scheduled as needed.	\$ 5,400	\$ -	\$ 43,200	\$ 43,200	\$ 43,200
64026 - Data Switches - The data switches for the outlying buildings are also scheduled for replacement in FY 2010 through FY 2013.	\$ 4,500	\$ -	\$ 50,000	\$ 50,000	\$ 50,000
Total Capital Budget	\$ 642,362	\$ 57,500	\$ 198,900	\$ 453,900	\$ 493,200

